



U.S. Department of Housing and Urban Development
Public and Indian Housing

Special Attention of:

Notice: PIH 98-47 (ONAP)

ONAP Administrators;
Tribes; Tribally
Designated Housing
Entities; Indian
Housing Authorities

Issued: September 4, 1998
Expires: September 30, 1999

Cross Reference: 24 CFR Part 1000

SUBJECT: Annual Performance Report

BACKGROUND: Section 404 of the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996, requires that recipients annually review progress made to carry out the activities described in their Indian Housing Plans. An annual review of progress requires the recipient to prepare a report on their performance for review by the general public within the recipient's jurisdiction and to submit the report to HUD describing the conclusions of the review.

PURPOSE: Attached is the Annual Performance Report (APR), form HUD-52735-A, which was created to satisfy this requirement.

SUBMISSION: APR submission for the first year: In accordance with the program regulations at 24 CFR 1000.516, the first APR must cover the activities accomplished during the period October 1, 1997, through September 30, 1998. The APR for the first year is to be submitted to the Area Office of Native American Programs (ONAP) on or before November 30, 1998.

Submission of the second year APR: Section 1000.516 provides for the submission of subsequent APRs to coincide with the recipient's program year. To avoid the administrative burden on recipients who have program years beginning January 1 and April 1, and to assure adequate time has elapsed since the first year APR was submitted, the Department has determined that the second APR is to be submitted in accordance with the following table:

Recipient's program Year	Reporting period for 2 nd APR	Length of reporting period	Deadline for submission of 2 nd APR
1/1 - 12/31	10/1/98 - 12/31/99	15 months	2/28/00
4/1 - 3/31	10/1/98 - 3/31/00	18 months	5/31/00
7/1 - 6/30	10/1/98 - 6/30/99	9 months	8/30/99*
10/1 - 9/30	10/1/98 - 9/30/99	12 months	11/30/99

*NOTE: For recipients whose program year begins on July 1, the 2nd APR must be submitted on or before 8/30/99. The length of the reporting period is 9 months for the 2nd APR only.

Submissions following the second APR: All APRs following the second submission are due 60 days after the end of the recipient's program year. The reporting period will be 12 months for all subsequent APRs.

Details for submission of the APR can be found at 24 CFR 1000.512 through 1000.518.

METHODS OF SUBMISSION:

1. Paper version may be prepared and submitted to the Area ONAP by using one of the following sources:
 - the enclosed APR format, form HUD-52735-A, or
 - download a copy of the form from the Internet. This form will be included in HUD's Forms Warehouse at <http://www.hud.gov/forms/formwrhs.html>
2. Electronic submission of the APR can be accomplished on the Internet using one of the following methods:
 - on-line submission through http://www.hud.gov/pih/apr_app.html or at <http://www.codetalk.fed.us> and then clicking on the NAHASDA button (this site allows a recipient to prepare their report using the same software HUD uses to review and store reports. The recipient builds the report on-line and releases it to HUD only after they have completed their preparation of the report), or
 - a diskette containing a template of the draft APR in a Microsoft Word 6.0 format and Word 97 compatible

format. This diskette will be sent to tribes/TDHEs by September 30, 1998, and will include instructions for completion and submission of the APR. This template can also be downloaded from the NAHASDA Internet site at <http://www-domino.hud.gov/ihp/newhome.nsf>.

COMMENTS ON APR FORMAT: HUD is interested in your ideas for improving the format of the APR. Comments regarding the APR format may be directed to Carol Quinlan, National Office of Native American Programs, at Carol_A._Quinlan@hud.gov on the Internet or at (303) 675-1690, extension 3313.

Questions regarding completion and submission of the APR should be directed to your Area ONAP.

/s/

General Deputy Assistant Secretary
for Public and Indian Housing

Attachment